



DATE: September 10, 1992

TO: District Engineers
District Field Engineers

District Construction Engineers
Resident/Project Engineers

FROM: Gerald D. Dobie
Engineer of Construction

RE: Construction Instructional Memorandum - 1992-18
Construction Inspection and Certification Report For 1120 (5/92)

This Construction Instructional Memorandum supersedes CIM 1991-13, 1991-16, and 1992-14.

We have received the attached Construction Inspection and Certification Report form 1120. We are sending each district a few pads. Additional forms can be obtained from the central warehouse at the Secondary Complex. Please discard all old forms and use the revised form 1120 (5/92).

The following instructions will be helpful in the completion of this form:

Report No. - All reports should be consecutively numbered for each project. If more than one person is performing the inspections, one person should be appointed to be responsible for any "follow-up" action, coordination of the project inspection, and numbering the reports.

Project No. - Please put the Control Section and Job Number in this box.

Federal No. - Federal Number is entered here.

Federal Item No. - Federal Number is entered here if Federal Aid project.

Date - Date of inspection is entered here.

Type of Action - Indicate the type of action by marking the appropriate box.

Location - Brief description where the project is located.

Inspected By - Name(s) and signature(s) of person(s) performing the inspection.

Quality of Work - Please check the appropriate box.

Progress of Work - Please check the appropriate box.

Time Elapsed (%) - Indicate the percentage of the contract time used at the time of inspection.

Project Completed (%) - Indicate the percentage of the work completed at the time of inspection.

Type of Work (as per proposal) - Indicate the type of work as specified in the project proposal.

Scope of Inspection (work in progress) - Identify the major work activities being performed at the time of inspection.

Summary of Findings - Make comments about the quality of the work observed during the inspection. Please consider the following when observing the work in progress:

- ! Substantial conformance with plans, proposal, and specifications.
- ! Compliance with MIOSHA, DNR, EPA, etc., regulations.
- ! Sufficient personnel to adequately cover the critical areas of the work being performed.

Recommendation/Conclusions/Remarks - Conclude the work as inspected if it meets or exceeds the contract requirements, or indicate the corrective actions that are needed to bring the work back in conformance with the plans and specifications.

Follow Up - Indicate when, how, and by whom the above identified deficiencies were resolved.

At the time of final inspection only, please check the applicable boxes:

G Final Estimate

* **G** **Material Certification**

G PR-47 (projects over \$1 million)

G Traffic Control Devices

** **G** Railroad Affidavit

G Other (specify)

* Distribution of this report is made by M & T Division directly to Finance, FHWA, Resident/Project Engineers, District Materials Supervisor, and Construction Division, Lansing.

** When there is a signal and/or circuitry work performed on a railroad crossing project, the Railroad Coordination Engineer, Engineering Services Division, will obtain a Railroad Affidavit from the railroad company and make a direct distribution to FHWA, Finance, District and Project Field Office.

Project Certification

District Engineer (signature) and Date - District Engineer signs and dates only after all items checked above have been received or resolved with the exception of items checked by asterisks (*) which are directly distributed by the division(s) responsible for the action. Please note that the typed original "Final Inspection" report is used for project certification.

Noted By FHWA, Date - Report is noted, signed, and dated by FHWA.

Inspection Report

District(s) will continue to prepare the regular acceptance report (form 1103) for all projects and make the appropriate distribution.

Resident/Project Engineers are requested to provide a copy of this memorandum to Local Government Engineers under their jurisdiction

Engineer of Construction

attachment

GDD:GCT:srh

cc: Staff Engineers

Staff Technicians

S. Olszewski

S. Wehrle

W. Homrich

W. Ragla

Engineering Services

Local Services

Design

M & T

Commission Audit

MRBA

MAPA

FHWA

B. Hayes

Subject Index:

Construction Inspection/Certification